

Heidelberg, GE

TRAINING OPPORTUNITY

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| COURSE TITLE | WIDE AREA WORKFLOW (WAWF) |
| TRAINING LOCATION | Nachrichten kaserne (the hospital kaserne), Bldg 3613, 2nd Floor Information Management Department (IMD), Room 2100 A and B |
| DATES | <p>Heidelberg, GE 5/21/2007 View Only - 0800</p> <p>Heidelberg, GE 5/21/2007 View Only - 1230</p> <p>Heidelberg, GE 5/22/2007 Inspector/Acceptor - 0800</p> |
| COURSE DESCRIPTION | <p>The 4-hour "View Only" course is geared towards Managers, Supervisors, Resource Management (FM/RM) and Contracting Personnel that requires oversight of payments made on Army contracts.</p> <p>The 8-hour "Inspector/Acceptor" course is for personnel who actively create receiving reports, or approve vendor prepared documents submitted to them by a vendor.</p> <p>These are suggested course attendance descriptions. Personnel need only to attend one class, but may attend any or both of the courses if they desire.</p> |
| COST | \$ No Cost |
| WHAT IS WAWF? | |
| <p>Wide Area Work Flow (WAWF) is a DoD-wide application designed to eliminate paper from the invoice, receipt and acceptance process in payment process on Army contracts. The goal is to enable Defense contractors and DoD personnel the ability to create/approve invoices, receiving reports for payment against Army contracts.</p> <p>The use of WAWF eliminates the traditional business method requiring three paper documents to make a vendor payment - the contract, the receiving report and the invoice that are in paper today are converted in WAWF to electronic documents. These documents are created once and then shared, by all users in WAWF thus eliminating manual paper routing, and redundant data entry. Data accuracy is increased and the</p> | |

risk of losing a document is greatly reduced.

WHO SHOULD ATTEND/PREREQUISITES

Inspectors, receivers, acceptors, and any personnel that create/approve and fax paper DD250 receiving reports against Army contracts and send them to DFAS. Logistics, contracting, and or resource management personnel need to attend this training.

METHOD OF INSTRUCTION

Hands on at computer terminal

HOW TO REGISTER FOR A CLASSROOM SEAT

Please go to the following web address and complete the online registration form.

<https://ca.dtic.mil/dfas/dfas4dod/wawfarmytraining.htm> (You may need to copy and paste the entire URL into to address line)

You will receive a confirmation email when you are confirmed to attend the class you registered for. If the class has reached capacity, you will receive an email identifying alternate training days.

If you require assistance completing the class registration form or have any questions concerning the training, please contact the WAWF Army Helpdesk. Available 1230 to 1800 hrs (Local time)

Phone 1-866-598-3560, DSN 312-869-0290

Email: cco-ec-army-wawf-helpdesk@dfas.mil

Although registering in WAWF is not required to attend training, see below for registration information.

DD2875 is required to be attached to your registration in WAWF; <https://wawf.eb.mil>. Attached is a sample DD2875. Please contact your local Group Administrator (GAM) for registration procedures.